

SECRET

10 February 1959

MEMORANDUM FOR :



25X1A

SUBJECT : Report of Cable Secretariat Operations From
1 - 31 January 1959

1. Processing Volume

a. The Cable Secretariat reproduced and disseminated 11,400 IN cables, 4,215 OUT cables, 1,089 TD's and 736 miscellaneous items for a total of 17,440 work items for January 1959. This represents a decrease of 1,560 items or 8.2% below our 1958 monthly average of 19,000 work items.

b. Cables decreased 1,085 or 6.5% below the 1958 monthly average of 16,700 cables.

c. TD's decreased 33 or 3% below our 1958 average of 1,122 TD's.

d. We processed an average of 674 cables Monday through Friday, 396 on Saturday and 90 on Sunday.

e. 1,001 cables or 6.4% of all cables processed were furnished to the Director as compared to 1,171 or 8% for December 1958 and 1,518 cables or 7.9% average for 1958.

2. Personnel

a. Last month we lost one Clerk Typist, transferred to ORR, and one Multilith Press Operator, transferred to another Government Agency. However, we were prepared for these losses and our personnel strength is only one (Mail and File Clerk) short of our ceiling strength of 25X1A

b. In an attempt to improve the sick leave records of personnel consistently using more sick leave in a year than they earn, I have directed that beginning 1 April 1959, if a person in the above category takes sick leave during the week that he is scheduled to work overtime, he will be excused from working overtime that week.

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3. General

a. In December 1958 I sent a memo (Tab A) asking for the support of cable originators to prepare a synopsis of referenced cables at the time they prepare the cable. Based on a study made in January of 500 OUT cables, the following is the result. 48% did not need a summary, 28% were put on by the originators and 24% were summarized by the Cable Secretariat. The work thus done by the originator as a result of my suggestion has reduced our workload in direct proportion.

b. We are now preparing cables containing non-CIA texts in sterile format in order that copies may be passed by the action unit to the State Department or other Agencies simply by detaching the first page. X

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c. The DD/I review of one days incoming traffic for January was made by [REDACTED] He found no cables of interest to DD/I which we failed to disseminate to or suspend to DD/I.

d. Of 1,089 TD's processed, only 21 or 2% were sent electrically.

[REDACTED]

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Cable Secretary

Attachment:

Tab A

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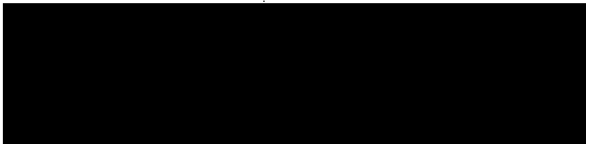
9 December 1958

MEMORANDUM FOR : All Cable Originators

SUBJECT : Synopses of Referenced Cables and Dispatches

1. Recently I have become aware of the fact that a number of persons who normally prepare cables are unaware that they might prepare a synopsis of referenced cables or dispatches at the time they prepare a cable. We in the Cable Secretariat have been preparing and will continue to prepare synopses of cables; however, your support and cooperation in preparing them at the point where the cable is written would make the job of the Cable Secretariat easier and serve to expedite the flow of cables to you.

2. A number of units have adopted the practice of preparing synopses and I wish to express my sincere appreciation for their decision to assist in this very useful practice. FE, TSS and recently OC have been most helpful in this regard.



Cable Secretary

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